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## CHRO VIRTUAL ONLINE TRAINING ANNOUNCEMENT: EFFECTIVE PRESENTATION

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CLASS: Effective Presentation

DATE: 29 July 2020

TIME: 08:00 – 14:00 (Total 5 hrs.)

**This training will be held virtually via Adobe Connect**

### COURSE DESCRIPTION:

Presentation skills are one of the most important factors for relationship development, resource allocation, and career growth. To master presentation skills, an individual must learn about various areas involved in the process, such as presentation formation, design, and implementation. In this seminar, participants will learn these critical skills to master the presentation process.

### OUTCOME:

- Identify the features of effective presentations.
- Explain and select a relevant structure to organize the content of a presentation.
- List the steps involved in preparing and delivering a presentation.
- Identify techniques to control nervousness.
- Use tone, inflection, and gestures effectively.
- Create relevant and effective visual aids.
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### ELIGIBILITY:

This class is open to all USMC U.S. Appropriated Fund (APF) employees and MLC/IHA employees serviced by CHRO Okinawa; priority for this training is as follows:

Priority 1: USMC Appropriated Fund (APF) employees serviced by CHRO Okinawa (GS/WS/WG personnel).

Priority 2: MLC/IHA employees of USMC Okinawa who has LPL-3 or above.

### HOW TO APPLY:

Submit nominations to Workforce Development Unit, Civilian Human Resources Office via e-mail to [MCBBUTLERCHROTraining@usmc.mil](mailto:MCBBUTLERCHROTraining@usmc.mil) Deadline for submission is 17 July 2020.

Nomination must include below listed information:

- 1) Name
- 2) Grade
- 3) Position Title
- 4) Organization
- 5) Duty Phone
- 6) Supervisor's Name
- 7) Priority based on eligibility (indicate (1) or (2))